

## **PEST CONTROL FREQUENTLY ASKED QUESTIONS**

### **PEST CONTROL OPERATORS**

**Q: What are the basic requirements for licensure?**

**A: Entity (Sole Owner Corporation, Partnership, Joint Venture, LLC & LLP)**

1. Have in its employ a responsible managing employee with the appropriate pest control operator's license (BR-1 – Fumigation, BR-2 – General Pest, BR-3 – Termite).
2. Submit a current financial statement (not more than a year old) prepared and signed by a registered or certified public accountant holding a current permit to practice.
3. Submit a current Hawaii State Tax Clearance (not more than 6 months old) with an original State Department of Taxation stamp.

**Pest Control Operator / RME**

1. Verify at least two years of experience in the branch of pest control for which licensure is sought (BR-1, BR-2, BR-3).
2. Of the two years or more, have your employer or former employers attest to at least one year of supervisory experience in the branch of pest control for which licensure is sought.
3. Submit a job report listing participation on at least 100 jobs in the specific branch of pest control during the two year period on the "Job Report" (PC-02) form and list the chemicals and treatments used.
4. Submit a copy of the Department of Agriculture pocket card verifying current certification under the Hawaii pesticides law by the State Department of Agriculture as a Commercial Applicator in the branch for which application is made for at least one year prior to the submission of the application for licensure.
5. Submit an entity resolution signed by an officer of the corporation, partner of the partnership, LLP or joint venture, members or managers of the LLC specifying the duties and responsibilities of the RME and the position the RME holds. In addition, the RME shall have co-signed the resolution.
6. Pass the Board's examination.

**Q: How are applications obtained?**

**A: You may:**

- 1) Download the application at **[www.hawaii.gov/dcca/pvl](http://www.hawaii.gov/dcca/pvl)**
- 2) Call (808) 586-3000 to request an application; or
- 3) Submit a written request to: Department of Commerce & Consumer Affairs  
Professional & Vocational Licensing Branch  
P.O. Box 3469  
Honolulu, HI 96801

**Q: What are the fees involved in obtaining and maintaining licensure?**

A: Application Fee: \$30.00 for Pest Control Operators. You may apply for more than one classification per application. A separate application is required for each pest control entity and RME.

Examination Fee: \$50.00 per pert. Most classifications require the completion of two parts (Part I – Business & Law, and Part II – Specialty).

License Fee: \$305.00 if licensed between July 1<sup>st</sup> of the even-numbered year and June 30<sup>th</sup> of the odd-numbered year, and \$200.00 if licensed between July 1<sup>st</sup> of the odd-numbered year and June 30 of the even-numbered year.

Renewal Fee: \$210.00

**Q: If a pest control operator is unable to get a state tax clearance, is verification of a payment arrangement with the State tax office acceptable in lieu of the tax clearance to meet licensure requirements?**

A: Yes.

**Q: Is verification of insurance requirements (certificates of liability & workers' compensation insurance) required at the time of application?**

A: No. Insurance requirements shall be submitted prior to licensure, but need not be submitted at the time of application.

**Q: Are there circumstances when a pest control operator would not need to obtain workers' compensation insurance?**

A: Yes. A pest control operator would not need to obtain workers' compensation if the operator meets one of the following exemptions to claim an exclusion from the requirements of HRS Chapter 386:

1. Sole owner with no employees;
2. Partnership with no employees;
3. Responsible Managing Employee (RME) who owns at least 50% of the corporation and has no other employees; or
4. Responsible Managing Employee (RME) who owns at least 25% of the stocks of the corporation, collects no wages (stock dividends are considered wages), is an officer of the corporation and has no other employees.

*\* You may download the exclusion form (PC-15) at [www.hawaii.gov/dcca/pvl](http://www.hawaii.gov/dcca/pvl)*

**Q: Can an individual be the RME for more than one contracting entity?**

A: Upon approval by the Board, an individual may be the RME for more than one contracting entity if there is a common ownership of at least 51% of the equity between the two entities, one entity is a subsidiary or joint venture of the other, or there is a direct family relationship between the RME and the officers or directors of one of the contracting entities.

**Q: Does Hawaii have reciprocal agreements with other states?**

A: No. All applicants must meet the same licensing and examination requirements.

## **PEST CONTROL FIELD REPRESENTATIVE (“PCFR”)**

### **Q: What are the basic requirements for licensure?**

- A:
1. Verify at least six months of experience in the branch of pest control for which licensure is sought (BR-1, BR-2, BR-3). (Have your employer or former employers attest to your experience.)
  2. Submit a job report listing verifying participation on at least twenty-five jobs in the specific branch of pest control during the six month period on the “Job Report” (PC-02) form and list the chemicals and treatments used.
  3. Submit a copy of the Department of Agriculture pocket card verifying current certification under the Hawaii pesticides law by the State Department of Agriculture as a commercial applicator in the branch for which application is made.
  4. Submit a “Confirmation of Employment” form (PCO 07a) signed by the RME of the employing firm that the RME will be responsible for the acts, conduct, representations, etc. of the PCFR and that the RME will also be held responsible for any violation of the pest control law, safety regulations or the board’s rules and will be subject to any disciplinary action along with the PCFR found in violation. This statement shall be endorsed by the PCFR.
  5. Pass the Board’s examination.

### **Q: What are the fees involved in obtaining and maintaining licensure?**

- A:
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|------------------|--|
| Application Fee: | \$15.00  |
| Examination Fee: | \$50.00 per pert. Most classifications require the completion of two parts (Part 1 – Business & Law, and Part II – Specialty).   |
| License Fee:     | \$160.00 if licensed between July 1 <sup>st</sup> of the even-numbered year and June 30 <sup>th</sup> of the odd-numbered year, and \$80.00 if licensed between July 1 <sup>st</sup> of the odd-numbered year and June 30 of the even-numbered year. |
| Renewal Fee:     | \$160.00   |

### **Q: Does Hawaii have reciprocal agreements with other states?**

- A: No. All applicants must meet the same licensing and examination requirements.

### **Q: How are applications obtained?**

- A: You may download the application forms at [www.hawaii.gov/dcca/pvl](http://www.hawaii.gov/dcca/pvl)

## **SCOPE OF WORK**

### **Q: Who must sign the Termite Inspection Report (TIR PC-9)?**

- A: The Pest Control Operator or RME.

### **Q: Pest Control Operators or RMEs of which branch of pest control are required to perform termite inspections and TIR (PC-9) forms?**

- A: Pest Control Operators or RMEs in Branch 1 (Fumigation) and Branch 3 (Termite).